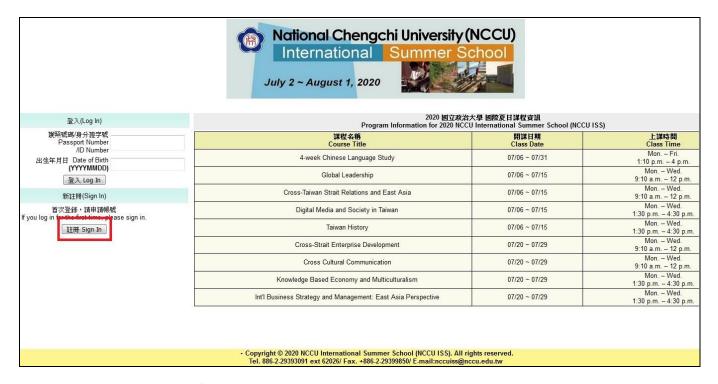
線上申請操作說明 Online Application Instruction

中文版 English Version

步驟一:進入線上報名系統

請於報名截止日(台灣時間 **5 月 4 日**)以前,以微軟瀏覽器(Internet Explorer)進入線上報名系統。 (http://cis.nccu.edu.tw/icsummerschool/),點選頁面左側「註冊 Sign In」如下方畫面所示。



*報名截止日:5月4日以前 (台灣標準時間)

*報名資格:大專校院以上或其所屬語言中心學生

*課程大綱:請點選課程名稱,下載課程大綱

步驟二:填寫報名資料

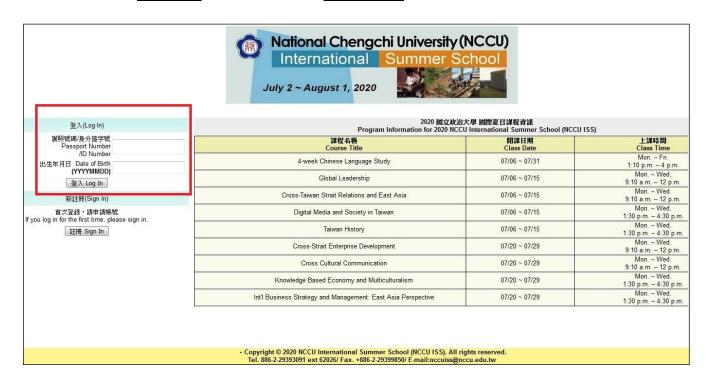
進入註冊頁面後,請填寫報名資料,並點選「儲存 Save」,如下方畫面所示。



- *持有中國大陸護照(PRC)學員,將另外收到通知,填寫、繳交相關申請入台證事宜。
- *依內政部移民署(National Immigration Agency, R.O.C)規定,持有中國大陸護照(PRC)者,必須申請並獲得內政部移民署許可(入台證)。

步驟三:重新登入並選擇課程

註冊成功後,以護照號碼(或身分證字號)與出生年月日再次登入,如下圖所示。



進入頁面後,請選擇課程方案 program option,如下圖所示。



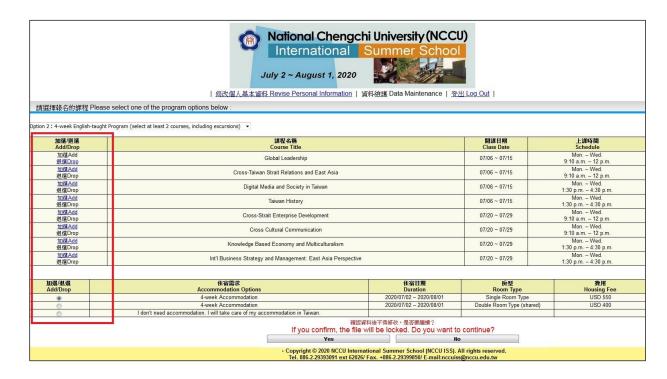
Option 1:4-week Chinese Language Program (無參訪安排)

Option 2: 4-week English-taught Program (至少選2門課,含參訪安排)

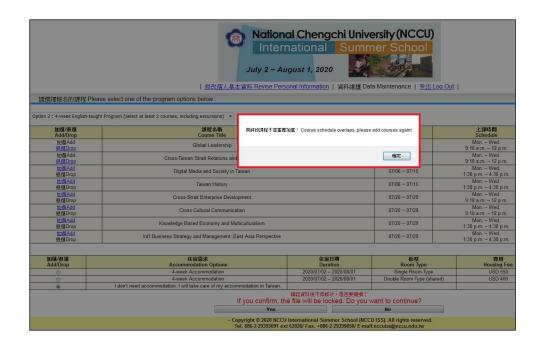
Option 3: 4-week Chinese Language Program and English-taught Program (無參訪安排)

*無時段衝堂情況,可選修華語課與1門或2門英語授課

- *接著選課、選擇住宿(確認後無法更改),如下圖所示。
- *若選擇 4 週 English-taught program (含參訪),需選修 2 門課(上課日期分別在 7 月前 2 週與後 2 週)。
- *每門英語授課名額為35;若人數額滿,將通知其學員再次選課。
- *<u>若課程或床位名額已滿,系統選項將無法選取</u>。



- *選課如有衝堂情況,會出現提醒視窗,請再次加/退選。
- *此外,如果選的課程只有2週,而非4週時,會出現提醒視窗,請另外加選。



步驟四:第1封確認信(報名與選課確認)

線上報名後,將會收到第1封確認信(e-mail), <u>告知繳費、上傳檔案的期限</u>(線上報名後3週內需完成繳費、上傳相關文件)。

※英語授課早鳥優惠方案

如有選修英語授課,將提供學費早鳥優惠(九折),請於台灣時間 3 月 29 日期限以前,完成繳費與上 傳檔案。過了期限,系統裡應繳費用金額,將更動回原來一般學費計算。

步驟五:繳費

收到確認電子郵件後,請於期限前,根據您的居住地(在台灣或海外),選擇繳費方式,並於繳費後, 上傳相關的掃瞄檔案(例:匯款收據)。繳費方式、資訊如下,請點選:

(1)海外繳費方式:寄送美金匯票

(2)海外繳費方式:美金匯款

(3)在台灣繳費

步驟六:上傳檔案 (上傳檔案格式以 JPG 及 PDF 檔案為主,每一個檔案大小請勿超過 1MB) 登入線上報名系統 (http://cis.nccu.edu.tw/icsummerschool/),請點選資料維護,如圖所示。

National Chengchi University (NCCU) International Summer School July 2 ~ August 1, 2020 檢改庫人基本資料 Revise Personal Information 委託 Log Out						
Ring 15.8 TEST INSTANCE TEST						
檔案上傳 Files Uploading						
	傳 · 演覽 未選擇檔案。	Browse 上傳 Upload				
	個人相片上 Passport-Size Personal Ph		Browse 上傳 Upload			
在學證明或學生證檔案上傳 Certificate of University Enrollment or Student ID Card			Browse 上傳 Upload			
匯軟改建或匯票與都密改建 Wire Transfer Receipt or Bank Check & Registered Mail Receipt						
徽費明細 Payment Item List						
收費項目 Fee items	註冊費 (不退費) Registration Fee (Non- refundable)	學費 Tuition Fee	住宿費 Accommodation Fee	参訪費 Excursions	總費用 Total Charge	
費用(USD) Charge (USD)	200	630.0	550	150	1530.0	
強漢資料 Your Chosen Course(s						
課程名解 Course Title		開課日期 Class Date		上課時間 Class Time		
Cross-Strait Enterprise Development			07/20 ~ 07/29		9:10 a.m. – 12 p.m. Mon. – Wed.	
Global Leadership			07/06 ~ 07/15		9:10 a.m. – 12 p.m. Mon. – Wed.	
加引感的子搭矩阵。消息供用學學早泉形形(10%)婚車。該於3月29日時間以前,完成接資中上傳庫案,過7預算,應接費用全額。病更動詞序來一般學費計算。 Wyou select English-basight course, you will be offered an early bird discount (10% off) for English-basight course's tuition. To have this discount, you need to make full payment and upload the required documents before or on the deadline, March 29. Otherwise, after the deadline, the calculated on the basis of regular future. If you make payment by wite transfer, please upload the scanned file of receipt. The following is NCCU's bank account. Bank First Commercial Bank, Muth JAH BRANCH SWIT Codes Fields FIRST PORTY POXX Account Name. RATIONAL CHENCH UNIVERSITY 401 Earl Actions No.11, SLOP IROAD, WEISHAN 116, TAIPEI CITY, TAIWAN, R.O.C.						

上傳以下檔案影本:

- 護照
- 兩吋照片
- 學生證或在學證明
- 繳費收據(在台灣繳費者,請上傳收據影本;在海外繳費者,請上傳美金匯款收據,或是美金 匯票影本與掛號郵寄收據)

步驟七:第2封確認信(完成報名)

完成步驟五與步驟六之後,將會收到第2封確認信(e-mail),若未收到通知,請與我們聯絡。

步驟八:寄發入學許可(電子文件)

收到第2封確認信(e-mail)之後,將會寄送入學許可(電子文件)。

※如有任何相關問題,歡迎與我們聯繫:

Phone: +886-2-29393091 ext. 62026 / E-mail: <u>nccuiss@nccu.edu.tw</u>

注意事項

- 1. 報名依先後順序為原則,額滿為止;相關報名說明、英語授課早鳥優惠、退費辦法,請見網站。
- 2. 每門課與床位名額以報名先後順序為原則,額滿為止,若無名額,系統選項將無法選取。
- 3. 每門英語授課名額為35人;但人數額滿,將通知其學員再次選課。
- 4. 持有中國大陸護照(PRC)學生必須申請並獲得內政部移民署核發的入台證件。
- 5. 報名學員需自行購買在台期間相關意外及醫療保險。
- 6. 因學校設施與資源有限,本校保有最終決定是否接受學生報名的權利。

Step 1: Sign-In

Please use Microsoft Internet Explorer and key in the link to enter the <u>Online Application System</u> before or on the deadline, **May 4** (Taiwan Standard Time): http://cis.nccu.edu.tw/icsummerschool/

Please click the "Sign-In" tab.



^{*}Application deadline (Taiwan Standard Time): May 4 (Please apply before or on the deadline, May 4)

^{*}Eligibility: students currently enrolled in a university or an affiliated language institute.

^{*}Please click the course title for downloading the syllabus (subject to change)

Step 2: Applicant Information

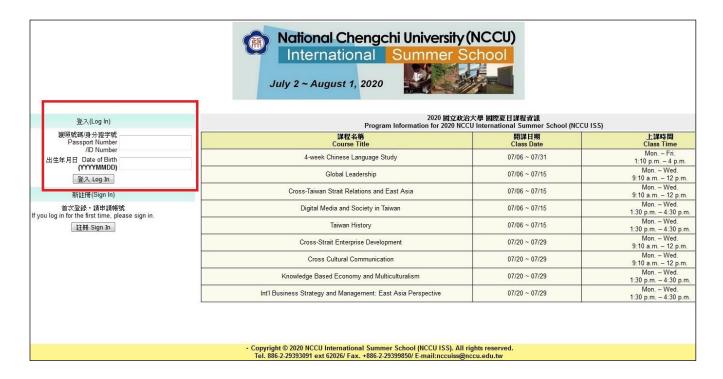
Fill out the Applicant Information form and click the "Save" tab.



- *The student with People's Republic of China (PRC) passport will be notified individually to fill out additional form and submit documents required by National Immigration Agency (Taiwan, ROC).
- *According to the regulations of National Immigration Agency (Taiwan, ROC), the student with PRC passport must receive the approval and Taiwan Entrance Permit document. There is no guarantee that the permit will be issued based on the status.

Step 3: Course Selection

Log in again by your passport number (ID number) and birth date (YYYYMMDD).



Then select one program among three options:



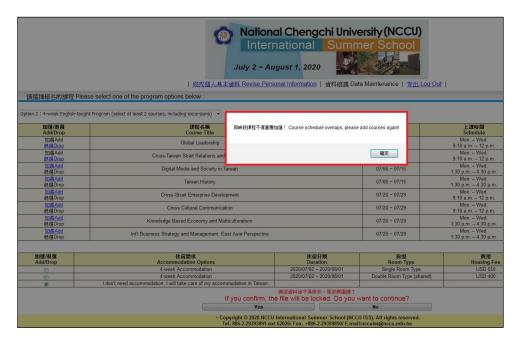
- Option 1: 4-week Chinese Language Program (no excursion arrangement)
- Option 2: 4-week English-taught Program (select at least 2 courses, including excursions)
- Option 3: 4-week Chinese Language Program and English-taught program (no excursion arrangement)
 - *Without timetable conflicts, you can select Chinese Language Study and 1 or 2 English-taught courses.

Next, please select courses, accommodation options, and click the confirmation tab (Once you click the tab, the selected courses will be locked).

- *If you select 4-week English-taught program (including excursion), you need to select at least 2 courses: one course for first two weeks and the other course for second two weeks.
- *Each English-taught course's maximum number of student is 35. If the course enrollment is full, the students will be informed to re-select another course.
- *If the course or accommodation is full, the option will be not available in the Online Application System.



*If the schedule of your selected courses overlaps or your selected courses are only for 2-week, there will be a pop-up message indicating to add or drop courses again.



Step 4: The 1st Confirmation E-mail

After completing the online application, you will receive the first confirmation e-mail notifying the deadline (you need to make a full payment and upload the required files within 3 weeks).

% The Discount for English-taught Course's Tuition

If you select English-taught course, you will be offered an early bird discount (10% off) for English-taught course's tuition. To have this discount, you need to make full payment and upload the required documents before or on the deadline, **March 29** (Taiwan Standard Time). Otherwise, after the deadline, the amount of total fee you need to pay will be changed and calculated on the basis of regular tuition.

Step 5: Payment

Once you receive the first confirmation e-mail, <u>please choose a preferred method to pay the tuition as well as other fees and upload the required files before or on the deadline</u>. For payment methods, please check the following information by the links:

- (1) Payment Method in Other Countries: Bank Check or Bank Wire Transfer
- (2) Payment Method in Taiwan: make a payment in NTD at any branch of First Commercial Bank

Step 6: Uploading Required Files (each file size should be in JPG or PDF format less than 1 MB) After making the payment, <u>please upload a scanned file of bank wire transfer receipt or bank check and registered mail receipt before or on the deadline</u>. Please log in the Online Application System and click "Data Maintenance" tab: http://cis.nccu.edu.tw/icsummerschool/.



Then upload the scanned files of required documents: (1) passport (2) personal photo of passport-size (3) student ID card or certificate of enrollment (4) the receipt of bank wire transfer or bank check and the receipt of registered mail receipt.

Step 7: The 2nd Confirmation E-mail

Once you have finished step 5 and step 6, you will receive the second confirmation e-mail with a message indicating application completion.

Step 8: The Letter of Admission (electronic document)

Following the second confirmation e-mail, the letter of admission will be sent to you.

※ If you have any questions about the online application, please feel free to contact us: Phone: +886-2-29393091 ext. 62026 / E-mail: nccuiss@nccu.edu.tw

Notice

- Admission is based on a first-come, first-serve process. For more information about application
 instruction, early bird discount (10% off for English-taught course's tuition), and refund policies,
 please check the website.
- 2. The available course seats and bed spaces will be assigned on a first-come, first-serve basis. If the accommodation or course is full, the option will be not available in the Online Application System.
- 3. Each English-taught course's maximum number of student is 35. If the course enrollment is full, the students will be informed to re-select another course.
- 4. According to the regulations of National Immigration Agency (Taiwan, ROC), the student with PRC passport must receive the approval and Taiwan Entrance Permit document. There is no guarantee that the permit will be issued based on the status.
- 5. Please make sure to purchase and obtain the medical and accident insurance before your arrival.
- 6. <u>Due to limited facilities and academic support resources, NCCU Int'l Summer School (NCCU ISS)</u> reserves the right to admit or decline students.